



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

REDEVELOPMENT PROJECT OFFICER DEPARTMENT OF COMMUNITY DEVELOPMENT REDEVELOPMENT BUREAU

THE POSITION

The Redevelopment Project Officer position reports directly to the Redevelopment Bureau Manager. This position is responsible for one or more of the Agency's seven redevelopment project areas. Duties will include budget preparation, management of contracts, planning, implementation and coordination of all public and private development activities.

EXAMPLE OF DUTIES

- Provide effective long-range planning for redevelopment project areas.
- Coordinates and implement public and private redevelopment activities.
- Explains redevelopment projects and goals to the public and press.
- Staff support for Redevelopment Agency Board subcommittees and public advisory commissions.
- Prepares, monitors and controls redevelopment project area budgets.
- Develops and implements programs and projects that carry out the intent of the redevelopment plans and the goals of the Redevelopment Agency.
- Prepares contracts and reports for submission to the Redevelopment Agency Board.
- Provides technical assistance to the Bureau Manager, Executive Director of the Redevelopment Agency and the Redevelopment Agency Board.
- Monitors contracts.
- Supervises and trains professional and clerical staff.
- Performs other related duties as requested.

QUALIFICATIONS

Bachelor's degree in Urban Planning, Public Administration, Business Administration or related field and at least five years of progressively responsible experience in redevelopment or planning that includes budget and financial management; thorough understanding of California Redevelopment Law; effective analytical and critical thinking skills; and strong written and verbal communication skills are required.

SALARY

The starting salary for this position is from mid \$60,000's to high \$80,000's. Initial placement will be determined based on qualifications with increases under a merit plan.

SELECTION PROCEDURES

Resumes and a letter of interest are required and will be reviewed for depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Resumes will be accepted until 4:30 p.m. Monday, October 31, 2005.

If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise us when submitting your letter of interest. Submit your letter and resume to:

**ATTN: Redevelopment Project Officer Recruitment
Department of Community Development
333 W. Ocean Blvd., Third Floor
Long Beach, CA 90802**

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. This information is available in alternative format by request by calling (562) 570-5799.